

Approved April 23, 2013

WENHAM BOARD OF SELECTMEN
Meeting of Tuesday, March 12, 2013~ 7 pm
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, March 12, 2013 at 7 pm in the Selectmen's Meeting Room in Town Hall.

With a quorum present, Ms. Martins called the Board of Selectmen meeting to order at 7:06 pm.
Selectmen Present: Molly Martins, Chair; Patrick Wilson, Vice Chair; Ken Whittaker, Secretary (7:34 pm)
Also Present: Mark Andrews, Interim Town Administrator; Catherine Tinsley, Minutes Secretary

Public information

Agenda

Draft Warrant Articles

Draft RFQ – Financial Services

Abbreviations

BOS Board of Selectmen

FinCom Finance & Advisory Committee

FY Fiscal Year

ATM Annual Town Meeting

Welcome and Overview of Agenda

Statements or Questions by Public

Present: Michael Lucy, Finance Committee Chair

Mr. Lucy updated the Selectmen on the work of the Finance Committee saying the Committee reorganized on Thursday (3.5.13) following the resignation of the previous Chair, and elected Mike Lucy as Chair.

The FinCom reviewed and voted unanimously to recommend favorable action on the FY14 Budget and Articles 1 through 6, which relate to financial matters of the Town. He went on to say that the BOS attended the first part of that meeting, and per the BOS Chair's request, the Committee individually gave comment on the budget process and all agreed that the budget information they received was complete and valid, and the process thorough.

He went on to announce that the April 1, 2013 Warrant Hearing has been changed to Town Hall at 7 pm.

Announcements

The Annual Town Meeting is Saturday, April 6, 2013 at 1 pm in the Bessie Buker Elementary School

Ballot Elections are Thursday, April 11, 2013 at the Wenham Town Hall 7 am to 8 pm

The Wenham Village Improvement Society and Henry's Market are providing a complimentary lunch for residents at 12 noon in the Bessie Buker cafeteria.

The Warrant Hearing is Monday, April 1, 2013 in Wenham Town Hall at 7 pm. The Hearing will be televised /recorded and the public was encouraged to attend.

The League of Women Voters is sponsoring a Community Forum regarding the Community Preservation Act (CPA) on Wednesday, March 13, 2013 in the Hamilton Senior Center on Bay Road.

Mr. Wilson gave a brief overview of the CPA saying of the 351 communities in Massachusetts, 148 participate and receive matching funds from the State. The FY14 matching rate is estimated to be 26%. Because Wenham has a 3% surcharge on property taxes for CPA, the Town has typically seen around 40% matching funds for a total of \$140,000 to the Town for CPA projects.

New Business

Financial Services Plan

With the Financial Service contract between the Town and Bay State Municipal Accounting Group (BSMAG) having ended with the acceptance of the FY14 Budget, Mr. Andrews was previously asked by the Selectmen to provide a recommendation to staff the Finance Department adequately to serve residents, and address the day to day operations. Mr. Andrews reported that he spoke with the current staff in the Finance Department, BSMAG, the Town's Auditors (Powers & Sullivan) and the Attorney General's office. He drafted a Request For Quotes (RFQ) to provide the Town with immediate financial services through the end of FY13.

The RFQ seeks proposals for qualified financial management / accounting firms / individuals to serve as the Financial Services Director for the Wenham Finance Department, including Treasurer/ Collector and Town Accountant.

The Auditor's have been asked to perform a pre-audit to assure the Town is up to date with transactions in preparation for closing out FY13. He noted the importance to address FY13 business while still in the fiscal year.

Regarding the staffing of the Finance Department, Mr. Andrews recommended that two part-time assistance be hired to support the Treasurer/ Collector services/duties be paid from unspent funds in the Finance Director salary line for FY 13.

The Town will continue to discuss and look at long term staffing for the Finance Department.

Mr. Andrews asked the BOS to review the RFQ and get back to him with comments as soon as possible, saying he recommends the submit response date be two weeks out, on or about March 27, 2013.

With limited time, the BOS opted to initially review the RFQ during the meeting.

(7:34 pm Mr. Whittaker arrived)

Ms. Martins noted the Town has tried various finance department staffing over the past few years. The RFQ for FY13 allows the town time to look at the Finance Department more closely, hire appropriate staff, and balance service and support that works for Wenham.

ATM Warrant

Ms. Martins stated the BOS met on Friday to take positions on the warrant and to add the debt exclusion language to the ballot. Some changes were made during the meeting to the warrant articles. Two articles were determined to not be ready for the Town Meeting vote and were removed from the warrant.

Present: Paul Weaver, Town Moderator

Article 1 – Budget Appropriations: Total: \$15,131,132

The Board of Selectmen and Finance Committee are recommending favorable action to Town Meeting.

It is possible that a consent article will be done for Article 2, Article 3, Article 4, and Article 5

Article 2 - Hamilton Wenham Building Maintenance Revolving Fund

The Revolving Fund is authorized annually for the HW Building Maintenance; HW Grounds Maintenance

The Board of Selectmen and Finance Committee are recommending favorable action to Town Meeting.

Article 3 - Emergency Service Cost Reimbursement

Mr. Weaver cautioned there may be questions from the voters about Article 3, and noted discussion would be bypassed with a consent calendar. He will make a determination after the Public Hearing.

The Board of Selectmen and Finance Committee are recommending favorable action to Town Meeting.

Article 4- Road Work– Chapter 90 Funds: \$152,698

The Board of Selectmen and Finance Committee are recommending favorable action to Town Meeting.

Article 5 - Cemetery and Other Trust Funds

The Board of Selectmen and Finance Committee are recommending favorable action to Town Meeting.

Article 6 - Community Preservation Act - Appropriations

The Board of Selectmen are recommending favorable action to Town Meeting.

Removed Article - Special Act; The BOS voted to strike this article from the warrant as an article for more time to introduce it to the public. Information from the Government Study Committee regarding the Special Act will be available to the public at the Town Meeting.

The Government Study Committee included this in the special act language and the BOS put on the warrant as stand alone articles to convert the positions of Town Clerk and Tree Warden from elected to appointed positions. If passed, Mr. Weaver explained the person elected to the office would serve the year they are elected until such time the appointment is made.

Article 7- Conversion of Town Clerk to an Appointed Town Office
The Board of Selectmen recommends favorable action to Town Meeting

Article 8 - Conversion of Tree Warden to an Appointed Town Office
The Board of Selectmen recommends favorable action to Town Meeting

Article 9 – Citizen Petition Town Clerk – Length of term extended from 1 to 3 years.
Article 9 would be abolished if the conversion from elected to appointed Town Clerk position is passed.
The BOS will make a recommendation at Town Meeting

Article 10 - Election of Town Officers

Reports

Ms. Martins reported that the Town Administrator's office received a notice of intention from the Town of Hamilton, to hire a full time Counsel of Aging Director (COA) in FY14, and not share a COA Director position with Wenham. Notice was also given that Hamilton would not continue with the joint COA van service. No reason was given for this decision.

Ms. Martins stated that the BOS will discuss this in detail and work closely with the Counsel of Aging Board and Director to take the best action for Wenham to deliver services. There was no further information at this time.

Ms. Martins reported that she along with Mr. Andrews met with all the property owners of the Boulder Lane property, saying there maybe an agreement on how to move forward together to develop the property; conversations will continue.

Pre-development work is being done on Cedar Street for the new sidewalk.

The BOS are posted to meet:
March 19, 2013
April 2, 2013

Executive Session (ES)– Contract Negotiations

VOTE: Mr. Wilson moved the BOS enter into ES at 8:46 pm, according to Open Meeting Law, M.G.L. c. 30A, §§ 18-25 (3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and not return to open session but adjourn directly from executive session. The contracts being discussed are the Fire Union contract and AFSME Union contracts. Mr. Whittaker seconded and the motion carried unanimously by roll call vote.

Respectfully submitted by

Catherine Tinsley